

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**ASSOCIATE ENGINEER - CIVIL**

**DEFINITION:**

Under direction, to plan and supervise the work of professional engineers engaged in construction inspection, building and subdivision plan review, development or design engineering, engineering planning, or related work; to serve as project manager for complex engineering projects; and to perform related work.

**\* EXAMPLES OF DUTIES:**

**As a supervisor over professional engineers:**

- Assigns, directs, and reviews the work of professional and subprofessional personnel;
- Recommends approval of planning studies, designs, and engineering standards for maintaining and constructing streets, highways, utility installations, bridges, pipes, buildings, structures, and water and sewage conveyance and treatment facilities;
- Supervises and participates in the preparation of contract documents and specifications;
- Performs specialized design, research, and analysis as the engineering expert for a division or department;
- Supervises and coordinates engineering-related Geographical Information Systems (GIS) functions and ensures the integrity and maintenance of the information with the GIS databases;
- Supervises and coordinates Computer Aided Drafting and Design (CADD) functions;
- Supervises plan checking functions and assists subordinates with the most technical reviews;
- Supervises the inspection of public works projects for consistency to applicable engineering codes and principles;
- Interviews, selects, evaluates and assigns work to subordinate employees.

**As a project manager:**

- Coordinates all aspects of the design and construction for moderately complex engineering projects;
- Acts as liaison to various groups, departments and agencies;
- Prepares contract documents and specifications;
- Estimates construction costs and time requirements;
- Monitors consultant contracts;
- Negotiates scope of work;
- Ensures contract compliance;
- Provide functional supervision over contract design consultants.

**Other duties:**

- Prepares various engineering and project reports;
- Assists in developing Capital Improvement Project budgets;
- Estimates budget and staffing needs for an assigned unit;
- Performs complex computer data modeling for planning, operational support and other engineering related purposes.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Civil Engineering, **OR** certification as an Engineer-in-Training, **OR** registration as a professional Civil Engineer with a State Licensing Board; **AND** three years of professional civil engineering experience, which must include one year of experience equivalent to the City of San Diego's classification of Assistant Engineer - Civil. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.